

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
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SCHOOL FINANCE MEMORANDUM 00-012

TO: Principals and Graduation Rate Coordinators

FROM: Lyle Friesen, Director of School Finance

DATE: September 29, 1999

SUBJECT: Fiscal Year 1998-1999 Graduation Rate Study and Completer Survey

Enclosed is the Graduation Rate Study Report form and instruction booklet. Please **read the instruction booklet** before completing the form. The GED recipient list is **not available at this time**. **The GED information line does not need to be completed unless you have information regarding students receiving a GED certificate.** Complete the forms or DELREP. The DELREP text file can be e-mailed to the following address: delrep@mail1.ade.state.az.us. If you have any questions call Rose Whelihan at (602) 542-8240.

Things to Remember:

1. The Graduation Rate study is only for students in the Class of 1999 and an up-date for fifth year graduates from the Class of 1998.
2. The Completer Survey is for all students who graduated during and at the end of the 1998-99 school year. Include the Class of 1999 and all early and late graduates.
3. The Report is Due October 1st but, due to the lateness in mailing forms and instructions, **we have extended the due date to October 15, 1999**. There will not be another extension to this date. The completed Graduation Rate Study should be sent to:

Arizona Department of Education
School Finance Unit, Bin 13
1535 West Jefferson
Phoenix, AZ 85007.

Enclosed: Graduation Rate Study Instructions
Graduation Rate Study report form